



Printer

Department: General Services

Class Code: 3114

EEO Code: 27

FLSA: N

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty filling printing requests for County departments; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Operates Multigraphics 1250 Press; verifies size, color, type of paper and color of ink from work order; cleans press; adjusts press controls as needed; operates electrostatic camera; makes metal plates from negatives; sets up and operates hydraulic paper cutter; padder, collator, folder and other packaging and bindery equipment; assists in the operation of the store room; receives supplies for storeroom and print shop; maintains printing work log on daily basis; sorts and distributes mail in absence of mail clerk; operates high speed copier in absence of stock clerk; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of paper types and weight as they affect presses; good knowledge of the various printing inks available.

Working skill in operating printing, duplicating and related machines; some skill in operating and maintaining a storeroom; in developing and maintaining good customer relations.

Ability to lift printing materials weighing up to 50 pounds; ability to stand for majority of work shift.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and one year experience working with offset printing presses; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
